Logo, company name

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**PROFESSIONAL GROWTH SUBSIDY FUND**

**COURSE COMPLETION FORM T2/T3**

**September 1, 2023 – August 31, 2024**

***2324-Tuition funding for courses: $800.00***

Note: Guideline C4 – Applications for funding for a specific course may be submitted to either PIF or PGS but not within the same funding period. If your application is approved, you will be ineligible for PIF funding for the duration of the funding period (school calendar year). If you have received PIF funding, you will be ineligible to access any PGS tuition funding for the duration of the funding period (school calendar year).

This form must be returned **within two (2) months** from the successful completion of the course(s) along with the appropriate documentation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **School/Department (or home address if on leave):** |  | **Employee ID:** |  |
| **Home Phone:** |  | | |
| **Teaching Assignment:** |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Descriptor** | **Institution** | **Start Date:** | **End Date:** | **Tuition CDN $** |
|  |  |  |  |  |

*Course must be completed during the granting period (Sept 1 through August 31st)*

Required documents for PGS reimbursement must include:

* **Proof of payment in Canadian funds**: please provide a Credit card, bank transfer or Registrars receipt for all courses covered by the PGS fund
* **Transcripts including course description and passing grade(s)**: courses that do not show a passing grade will not be considered complete and will not be reimbursed.
  + For certifications, a certificate of completion must to be included
* Itemized invoice or receipt is required

★Note: ***Fees NOT covered by the PGS tuition fund include: books, student union, campus health, life insurance, infrastructure, interest payments, loan payments, late fees, registration fees, convenience fees, technology purchases etc. Failure to provide a breakdown of fees from the institution will impact the timeliness of your reimbursement***.★

|  |  |
| --- | --- |
| **This is to certify that I attended and completed the Above-Named Course(s) and paid the fees as stated:** | |
| DATE: |  |
| SIGNATURE: |  |

Submit this form, your along with a scan of your transcripts and itemized receipts and/or proof of payment to:

**ATA Local #55 - Professional Growth Subsidy Fund email:** [**pgs@ataloc55.ab.ca**](mailto:pgs@ataloc55.ab.ca)